

**IA Refresher Course System
Online at www.FAASafety.gov
In the Maintenance Hangar**

User Guide

for

**Users, Course Providers, and
Administrators**

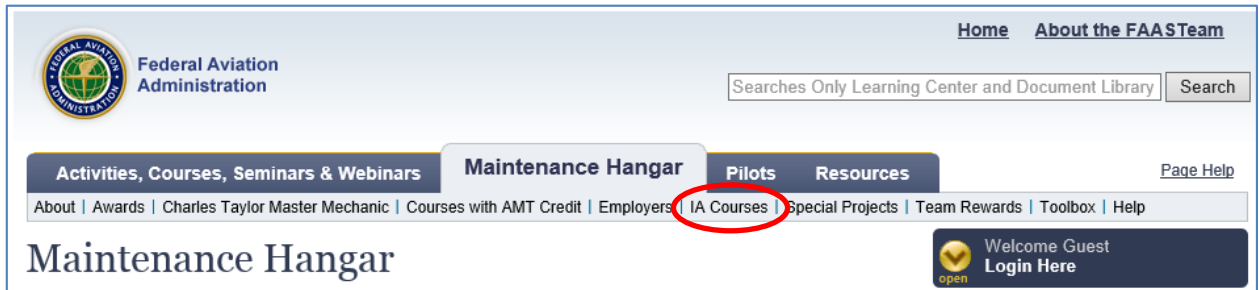
**Version 2.0
November 4, 2013**

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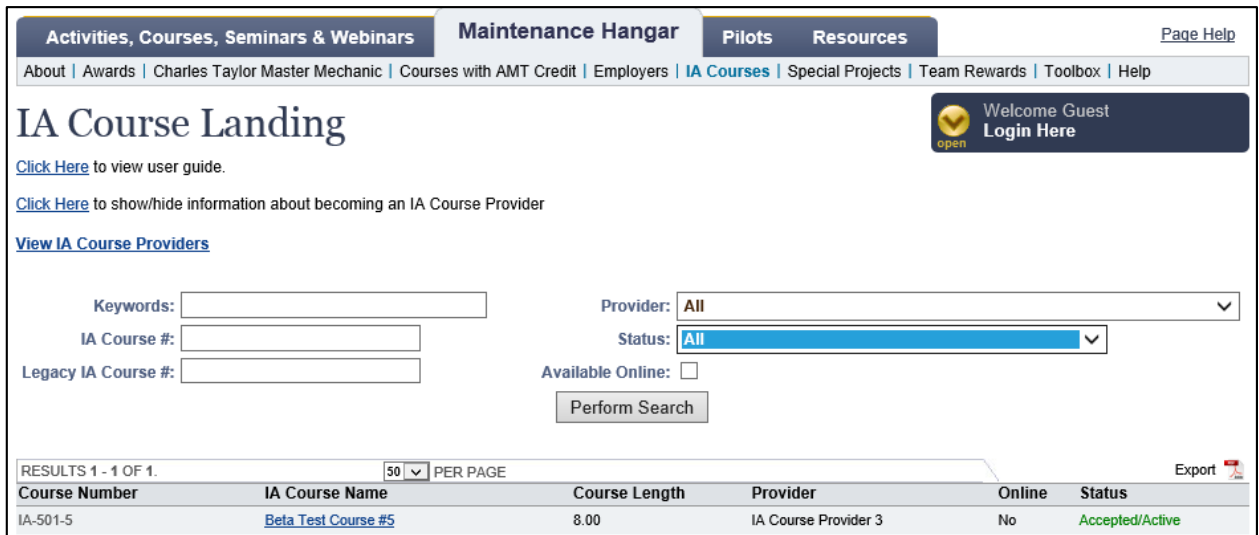
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General Users

General users do not need to be logged in to FAASafety.gov to utilize the IA Course Refresher System. After going to the Home page at www.FAASafety.gov, the user hovers over the Maintenance Hangar tab and clicks on the “IA Courses” link. The “IA Course Landing” page is displayed. Only “Active” IA Courses are displayed to Users.



The IA Course Landing Page will be displayed.



On this page is a link to the IA Course User Guide, a link that shows information about becoming an IA Refresher Course provider, and a link to all Course Providers.

Clicking on the IA Course Name will display all the information about that particular IA Course. The course provider had the option of attaching a course description, as shown in the first picture on the next page, or of typing in a course description, as shown on the second picture next page.

Activities, Courses, Seminars & Webinars
Maintenance Hangar
Pilots
Resources

Page Help

About | Awards | Charles Taylor Master Mechanic | Courses with AMT Credit | Employers | [IA Courses](#) | Special Projects | Team Rewards | Toolbox | Help

IA Course Information

[Click here to return to the previous page.](#)

IA Course Number: [IA-501-5 \(print friendly\)](#)
Name: **Beta Test Course #5**
Total Course Length: 8.00
Available Online: **No**
Status: **Accepted/Active**

Provided by: **IA Course Provider 3**
Contact: **IA COURSE PROVIDER**
Email: ia@msn.net
Phone: 8015555555
Location:
Home Page: www.ia3.com

Course Manager: **IA COURSE PROVIDER**
Email: ia@msn.net
Phone: 801-555-8965

Documents

1 TOTAL RECORD.

File Name	Description
Lorem Ipsum.docx	Course Description

See attachment for Description.

Activities, Courses, Seminars & Webinars
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Page Help

About | Awards | Charles Taylor Master Mechanic | Courses with AMT Credit | Employers | [IA Courses](#) | Special Projects | Team Rewards | Toolbox | Help

IA Course Information

[Click here to return to the previous page.](#)

IA Course Number: [IA-501-4 \(print friendly\)](#)
Name: **501-4 Test Course**
Total Course Length: 16.00
Available Online: **No**
Status: **Accepted/Active**

Provided by: **IA Course Provider 3**
Contact: **IA COURSE PROVIDER**
Email: ia@msn.net
Phone: 8015555555
Location:
Home Page: www.ia3.com

Course Manager: **IA COURSE PROVIDER**
Email: ia@msn.net
Phone: 810-888-5120

Documents

No attachments exist.

An ius integre labores, ex ius verear commodo, te sed feugait apeirian. Eos nisl partiendo te. Unum discere impedit cu per. Pri ea novum ornatus, cu quod tamquam sea, elit semper eu per. Fuisset delicatissimi pri in. Ut his solum oblique interpretaris, deserunt definitiones et mel.

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Quo prompta alterum voluptatibus no, feugiat efficiantur ei quo. Eum modo ludus albus id. Vitae ignota sententiae id est. Tempor definiebas reformidans his ad, oratio conclusionemque ut est. Nec atqui consul nusquam ex. Te duis etiam praesent vis.


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The user can click on the link to return to the previous page or click on the “Printer Friendly” link to print the information by using their browser print function.

Course Providers

Registering as an IA Course Provider

If you wish to be an IA Course Provider, you must first register on FAASafety.gov by using the link on the Home page and completing the page, as displayed below. We strongly recommend that users do not use personal email accounts. Please select “No” to the question asking if you hold a current Airman Certificate.



FAASafety.gov Account Registration

Welcome to FAASafety.gov! When you register on FAASafety.gov, you can participate in many of FAASafety.gov's online services. **Registration is free!** By completing this sign up process, you will be able to:

- ▶ Help us save Tax dollars by having safety information sent to your email address
- ▶ Take on-line safety courses
- ▶ Participate in the WINGS – Pilot Proficiency Program
- ▶ Participate in the AMT Awards Program

Begin the registration process by **entering your email address below**. Please use an email address you check frequently. We do not make your email address available to others. You should indicate if you are a certificated airman. Doing so will allow the FAASafety.gov system to gather your current ratings and certificates, and tie them to your FAASafety.gov account. This will simplify participation in the WINGS – Pilot Proficiency Program.

A temporary password will be sent to the email address you register with; this allows us to confirm your registration. The first time you log in, you will be required to change your password to something you prefer.

Don't have an email address? If you do not have an email address, there are several freely available web based services. [Click here](#) to see a list of free providers.

Register for FAASafety.gov Services * Indicates Required entry

* **Email Address**
This email address will be your log in name. Each user must have a unique email address; two users may not use the same email address. All credits and completions will be recorded for you under this email address.

* **Confirm Email Address**
Used to login to your new FAASafety.gov account.

* **Do You Hold a Current Airman Certificate?**
If you are an instructor and wish to validate credit requests for the WINGS program, you must answer 'Yes,' and provide necessary information from your certificate (next step).
☐ Yes ☒ No

After you click “Continue,” account information and Security Questions and Answers must be entered on the next page.



FAASafety.gov Account Registration * Indicates Required entry

To complete your registration for FAASafety.gov, fill out the information on this form and press the “Continue” button. This will create an account on FAASafety.gov for you.

FAASafety.gov Account Registration

* **First Name**

* **Last Name**

Suffix

* **Display Name**
Your name as you would like it to be used on FAASafety.gov. You may also use a **Company Name** if you are registering as a company.

* **Security Questions**
These questions and the answers you provide will help to verify your identity should you forget your password and/or need to change your email address.

Question 1
***** Select a security question *****

Question 2
***** Select a security question *****

Question 3
***** Select a security question *****

* **Your Zip Code** ☐ Check if you do not have a valid U.S. Zip Code.
Also check this box if you are using an APO/FPO ZIP Code.

We recommend that you do not enter any choices on the last section of this page.

Select Ratings & Certificates
These are the ratings and certificates for which you could receive automatic seminar notifications. These can be changed later by editing your preferences. Advanced configuration can be selected after you complete the registration process and log in.

☐ Authorized Aircraft Instructor

☐ Dispatcher

☐ Flight Engineer

☐ Flight Instructor

☐ Ground Instructor

☐ Repairman Experimental Aircraft

☐ Repairman Light Sport Aircraft

☐ Mechanic with Airframe

☐ Mechanic with Airframe and Powerplant

☐ Inspection Authorization

☐ Mechanic with Powerplant

☐ Flight Navigator

☐ Airline Transport Pilot

☐ Commercial Pilot

☐ Private Pilot

☐ Student Pilot

☐ Sport Pilot

☐ Recreational Pilot

☐ Repairman

☐ Control Tower Operator

☐ Master Parachute Rigger

☐ Senior Parachute Rigger

Continue

Previous Page

After you click “Continue,” you will be sent a temporary password at the email address you entered. Retrieve that temporary password and log in to your account; you will be asked to enter a new password of your own choosing.

After you log in to your new account, there will be a “Red Flag” in your login portal; click on it and select “No” and then click “Save.” Now click on the “General” tab. Unless you wish to receive emails in this email box, de-select all the checked boxes for email notification preferences and click “Save.”

In the upper right corner of the page, click on the “Home” link. Now hover over the words “Maintenance Hangar” and then select the IA Courses link to go to this page.

IA Course Landing

open

IA@msn.net
(User)

Logout

[Click Here](#) to show/hide information about becoming an IA Course Provider

[View IA Course Providers](#)

Keywords:

IA Course #:

Legacy IA Course #:

Provider:

Status:

Available Online: ☐

Perform Search

No IA Course records match your filter criteria.

Click on the link that says, “[Click Here](#) to show/hide information about becoming an IA Course Provider,” to complete the process of becoming an IA Course Provider. The following text appears.

IA Course Landing

open

IA@msn.net
(User)

Logout

[Click Here](#) to show/hide information about becoming an IA Course Provider

About IA Course Providers

Inspection Authorization (IA) Course Provider is an individual or an organization offering a course found acceptable by the FAA and providing training events that meet requirements of IA renewal training under [14 CFR § 65.93\(a\)\(4\)](#) and who is responsible for meeting the requirements shown in [FAA Order 8900.1, Volume 3, Chapter 56](#).

Course Provider Eligibility – To become an IA Course Provider:

1. You must be registered on [www.FAASafety.gov](#) with an account that is for this purpose only. In other words, you cannot use an Employer or Training Provider account and you should resist the temptation to use a personal account as your IA Provider account.
2. You must complete a Course Provider application; If you are interested in becoming a registered IA Course Provider, [click here to complete the IA Course Provider application process](#).
3. You must satisfactorily complete a brief Course Provider training course, available in the Course Catalog on [FAASafety.gov](#), or by [clicking here](#)

Read the information, including the references if necessary. Then click the link in item 2, [click here to complete the IA Course Provider application process](#). Provide the requested information on the next page and click “Submit.”

IA Course Provider Application

To apply to be a registered IA Course Provider on FAASafety.gov, fill in the following information and click 'Submit'.

IA Course Provider Application

* Indicates Required entry

*** IA Course Provider Name**
Must not be blank

*** Contact Name**
Contact name is required, and your information was auto filled. Please modify if necessary.

*** Contact Email**
Contact email is required, and your information was auto filled. Please modify if necessary.

*** Contact Address**


Country:
Address 1:
Address 2:
Zip: -
Phone: - Ext
Fax: - Ext

Home Page URL - http://
Enter the web address for your Provider Home Page, excluding http://
Applicant
This is the FAASafety.gov user that filled out the original application.

IA Course Provider
[IA@msn.net](#)

You will be informed that your application has been submitted, but cannot be accepted until you complete the required IA Course Provider training course. Click that link to take the training course immediately.

IA Course Provider Application

 **IA@msn.net**
(User) [Logout](#)

Your application to be an IA Course Provider on FAASafety.gov has **successfully been submitted**. You will receive an automated confirmation email with additional information and instructions (you must complete the requirements detailed in the automated confirmation email before being approved as an IA Course Provider).

In order for your **application to be approved**, you must **successfully complete** the [IA Course Provider training course](#).

Thank you for your interest in being an FAA Inspection Authorization (IA) Course Provider

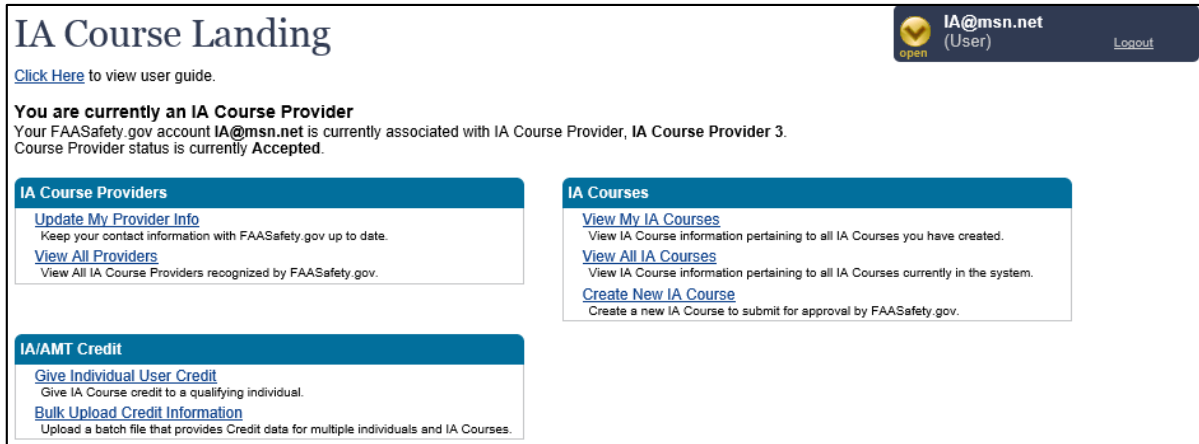
If you choose not to take the brief course at this time, the link is available on the IA Course Landing page the next time you log in. The brief training course will help you understand how to submit IA Courses for review and acceptance. After completion of the course, your application to be an IA Course Provider will automatically be accepted.

However, you must log out of your account and then log in again for those permissions to take effect.

At this point, your account will be updated so you can begin to enter the information required to submit IA courses for review and acceptance. Note that the system assigns a unique IA Course Provider identification number; this number will be the prefix to all IA courses submitted by this provider.

The IA Course Landing page

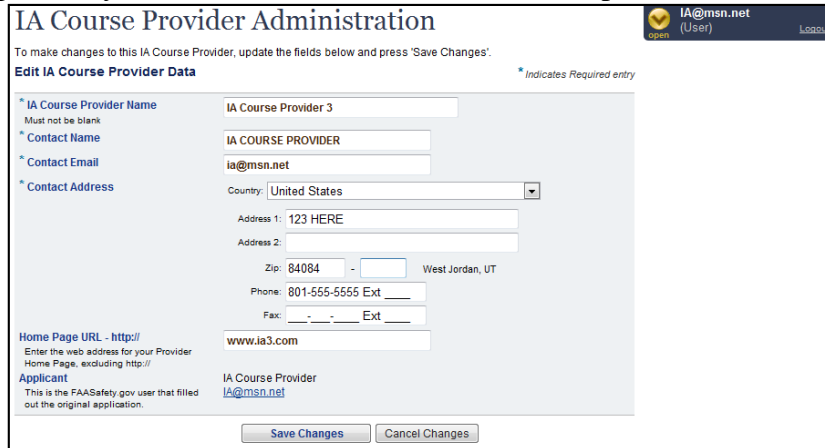
This is the page displayed when a User, who is accepted as an IA Course Provider, logs in and selects the IA Courses menu choice under the Maintenance Hangar tab.



The screenshot shows the 'IA Course Landing' page. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. Below the header, a message states: 'You are currently an IA Course Provider. Your FAASafety.gov account IA@msn.net is currently associated with IA Course Provider, IA Course Provider 3. Course Provider status is currently Accepted.' The page is divided into three main sections: 'IA Course Providers', 'IA Courses', and 'IA/AMT Credit'. The 'IA Course Providers' section contains links for 'Update My Provider Info' (with a sub-note to keep contact info up to date) and 'View All Providers' (to view all recognized providers). The 'IA Courses' section contains links for 'View My IA Courses', 'View All IA Courses', and 'Create New IA Course' (with a sub-note to submit for approval). The 'IA/AMT Credit' section contains links for 'Give Individual User Credit' (to give credit to a qualifying individual) and 'Bulk Upload Credit Information' (to upload a batch file for multiple individuals and IA Courses).

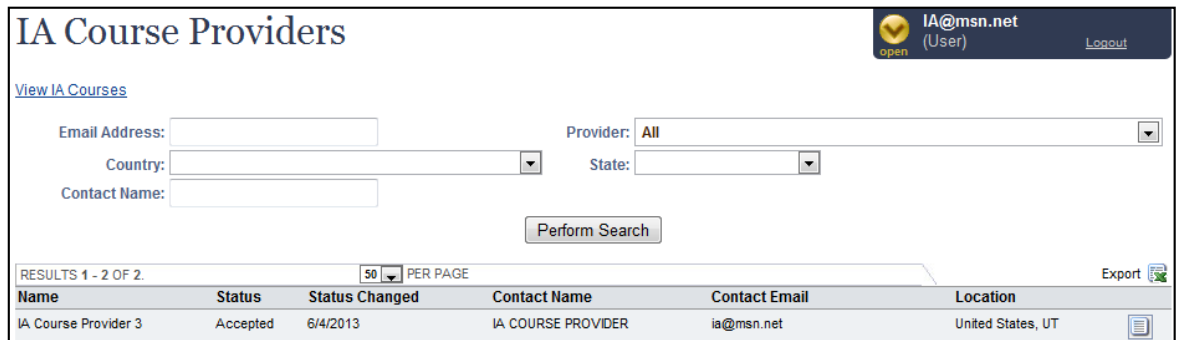
The “IA Course Providers” portal has two links; one to Update Course Provider information and the other to View All Providers.”

1. The “Update My Provider Info” link allows a user to update their information on this page:



The screenshot shows the 'IA Course Provider Administration' form. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. The form title is 'IA Course Provider Administration'. Below the title, a message states: 'To make changes to this IA Course Provider, update the fields below and press "Save Changes".' The form is titled 'Edit IA Course Provider Data' and includes a note '* Indicates Required entry'. The form fields are: 'IA Course Provider Name' (IA Course Provider 3), 'Contact Name' (IA COURSE PROVIDER), 'Contact Email' (ia@msn.net), 'Contact Address' (Country: United States, Address 1: 123 HERE, Address 2: , Zip: 84084, West Jordan, UT, Phone: 801-555-5555 Ext: , Fax: - - - Ext:), 'Home Page URL - http://' (www.ia3.com), and 'Applicant' (IA Course Provider, IA@msn.net). At the bottom, there are 'Save Changes' and 'Cancel Changes' buttons.

2. The “View All Providers” link displays a page with Course Provider information, including Name, Status, Date of Status, Contact Name, Contact Email, Location, and a link to all the IA Courses listed by the Course Provider on FAASafety.gov. There is also a link to download this information to an Excel spreadsheet.



The screenshot shows the 'IA Course Providers' page. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. Below the header, there is a search section with fields for 'Email Address', 'Country', 'Contact Name', 'Provider' (set to 'All'), and 'State'. A 'Perform Search' button is located below the search fields. Below the search section, there is a table with the following data:

Name	Status	Status Changed	Contact Name	Contact Email	Location
IA Course Provider 3	Accepted	6/4/2013	IA COURSE PROVIDER	ia@msn.net	United States, UT

At the bottom of the table, there is a 'RESULTS 1 - 2 OF 2.' label, a '50 PER PAGE' dropdown, and an 'Export' button.

The “IA Courses” portal contains three links; one to view IA Courses created by this Course Provider; one to view all IA courses; and one to create a new IA Course.

IA Course Landing

IA@msn.net
(User)
[open](#) [Logout](#)

You are currently an IA Course Provider
Your FAASafety.gov account **IA@msn.net** is currently associated with IA Course Provider, **IA Course Provider 3**.
Course Provider status is currently **Accepted**.

IA Course Providers

[Update My Provider Info](#)
Keep your contact information with FAASafety.gov up to date.

[View All Providers](#)
View All IA Course Providers recognized by FAASafety.gov.

IA Courses

[View My IA Courses](#)
View IA Course information pertaining to all IA Courses you have created.

[View All IA Courses](#)
View IA Course information pertaining to all IA Courses currently in the system.

[Create New IA Course](#)
Create a new IA Course to submit for approval by FAASafety.gov.

IA/AMT Credit

[Give Individual User Credit](#)
Give IA Course credit to a qualifying individual.

[Bulk Upload Credit Information](#)
Upload a batch file that provides Credit data for multiple individuals and IA Courses.

1. Clicking on the “View My IA Courses” link will take the user to a page that displays all the courses entered by this Provider, including Courses in Progress, and those Submitted or Accepted. There is also a link to export that information to a PDF document.

IA Course Management

IA@msn.net
(User)
[open](#) [Logout](#)

Below you will find the IA Course list, which matches the selected IA Course criteria. You may enter any combination of search criteria to filter the IA course list.

Keywords:

IA Course #:

Legacy IA Course #:

Syllabus #:

Status: All

Available Online: ☐

Perform Search

RESULTS 1 - 1 OF 1. 50 PER PAGE [Export](#)

Course Number	IA Course Name	Course Length	Online	Status
IA-501-1	501-1 Test Course	8.00	No	Submitted

2. Clicking on the “View All IA Courses” link will take the user to a page that displays all the courses currently listed in the system, including Courses in Progress, and those Submitted or Accepted. There is also a link to export that information to a PDF document.

IA Course Management

IA@msn.net
(User)
[open](#) [Logout](#)

Below you will find the IA Course list, which matches the selected IA Course criteria. You may enter any combination of search criteria to filter the IA course list.

Keywords:

IA Course #:

Legacy IA Course #:

Syllabus #:

Status: All

Available Online: ☐

Perform Search

RESULTS 1 - 1 OF 1. 50 PER PAGE [Export](#)

Course Number	IA Course Name	Course Length	Online	Status
IA-501-1	501-1 Test Course	8.00	No	Submitted

Creating an IA Course

The “Create New IA Course” link takes the Course Provider to the “Manage IA Course” page. We will now review the required entries on this page.

Manage IA Course

[open](#)
 IA@msn.net
 (User) [Logout](#)

[Click Here to Return to the IA Landing Page](#)

This page is used to edit the data for the IA Course. Use the form below to fill in data about this IA Course and press the **Save** button at the bottom when finished.

Create IA Course

** Indicates Required entry*

<p>* Course Number</p> <p>IA-501-1</p>	
<p>* Course Name</p> <input type="text"/>	
<p>* Available Online?</p> <p>Indicate whether or not users can take this course online.</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	
<p>* Total Course Length</p> <p>Please specify the total number of hours for this course (this value should include all AMT Credit as well)</p> <input type="text"/>	
<p>* Course Status (Updated 6/4/2013)</p> <p><input checked="" type="radio"/> In Progress - Not publicly viewable</p>	
<p>Significant Change?</p> <p>If this IA course is considered to be a significant change to a current IA Course, please check the Significant Change box, then enter the number of the current course receiving the change.</p> <p><input type="checkbox"/></p>	
<p>* Course Description</p> <p>Please enter your stated goals and objectives for this course below. Optionally, you may upload a course description document in the attachments section, which will be available for users to download and view if the course is accepted or archived</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #f0f0f0; padding: 2px; border-bottom: 1px solid #ccc;"> </div> <div style="min-height: 200px;"></div> <div style="padding-top: 2px;"> Design HTML </div> </div>

IA Compliance Documents

Download the appropriate guideline reference document, complete, then save and upload your document using the Course Attachments control below.

- [IA Compliance - Aviation Association-Sponsor-Manufacturer](#)
- [IA Compliance - Human Factors](#)
- [IA Compliance - Regulation and Policy Guidance](#)
- [IA Compliance - Technical Subjects](#)

Documents

No attachments exist.

*** Document Description**

Select the type of document you are uploading.

*** Upload a File**

Select a file from your computer.

<p>* Course Manager Name</p> <p>Manager Name for this course is required, and your information was auto filled. Please modify if necessary.</p>	<input type="text" value="IA Course Provider"/>
<p>* Course Manager Email</p> <p>Manager Email for this course is required, and your information was auto filled. Please modify if necessary.</p>	<input type="text" value="IA@msn.net"/>
<p>* Course Manager Phone</p>	<input type="text"/>

1. Note that the “Course Number” is automatically assigned by the system, with the Course Provider identification number as the prefix; i.e., IA-501-1. Additional entries by this Course Provider will be assigned Course Numbers in sequential order; i.e., IA-501-2, IA-501-3, etc.
2. The Course Provider must enter a suitable “Course Name”.
3. “Available Online?” The Course Provider indicates whether the IA Course can be taken online by users.
4. “Total Course Length;” the Course Provider enters the length of this course, in hours.
5. “Course Status,” including the date of that status, is automatically entered by the system.
6. “Significant Change?” If this IA course is considered to be a significant change to a current IA Course, please check the “Significant Change” box, then enter the number of the current course receiving the change. When you do this, the course number entered will be archived when this new course is accepted.
7. Under “Course Description,” enter your stated goals and objectives for this course in the text box entry area. Optionally, you may upload a course description document in the attachments section, which will be available for users to download and view if the course is accepted or archived. In this case, please enter, “See attachment for Course Description” (without the quotes). Note that entries in the text box may only be formatted by using the icons shown. You may also make entries using HTML code, by clicking the tab at the bottom of the box.
8. In the “IA Compliance Documents” section, download the appropriate reference document by clicking on the link, complete the form, then save and upload your document using the Course Attachments control in the next section.
9. In the “Course Attachments” section, upload your course compliance document, a sample attendance roster, and a sample course certificate. Each uploaded file must be an Adobe .PDF or Microsoft Word document. You may also upload a course description for users to view, Instead of entering a description above, which contains stated goals and objectives for this course.
 - a. Choose a “Document Description” from the drop down menu, and
 - b. Browse for the document on your computer, and
 - c. Click “Upload File.” When it is uploaded, the file name and description will appear in a list under the Upload File section in the Course Attachments area.
 - d. You must repeat this process for each document you need to attach.
 - e. You may click on the “Trash Can” icon to the right of an entry in the list to delete an attachment that should not be submitted, or was entered in error.

*** Course Attachments**

Please upload your course compliance document, sample attendance roster, and sample course certificate. Each uploaded file must be an Adobe .PDF or Microsoft Word document. You may also upload a course description for users to view, which contains stated goals and objectives for this course (Instead of entering a description above).

Documents

*** Document Description** --SELECT--

Select the type of document you are uploading.


*** Upload a File** Browse...

Select a file from your computer.

Upload File

1 TOTAL RECORD.

File Name	Description
501 Sample IA Compliance - Human Factors.docx	Course Compliance Document



10. “Course Manager Name;” The Course Provider must provide a “Course Manager’s Name, Email, and Telephone Number” for each course submitted.
11. Click on “Save Changes” or all the entries will be lost. This step also allows the system to confirm that there are attachments. You are not finished yet, so see the next instruction.

12. On the page that is displayed next, click on, “[Click Here to Further Modify This Course](#),” to return to the course page where the “Submit for Acceptance” button is now available.

The screenshot shows the 'Manage IA Course' page. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. A green checkmark icon and a message state 'IA Course information successfully saved.' Below this, a message says 'The IA Course has been saved in its current state.' Two links are provided: 'Click Here to Further Modify This Course' (which is circled in red) and 'Click Here to Return to the IA Landing Page'.

The screenshot shows a form for managing an IA course. On the left, there is a text area for a 'Word document' description. To the right, there is an 'Upload a File' section with a 'Browse...' button and an 'Upload File' button. Below this is a table with the heading '1 TOTAL RECORD.' The table has two columns: 'File Name' and 'Description'. One record is listed: '501 Sample IA Compliance - Human Factors.docx' with the description 'Course Compliance Document'. Below the table, there are three input fields for course manager details: 'Course Manager Name' (JACK SMITH), 'Course Manager Email' (ia@msn.net), and 'Course Manager Phone' (801-555-6644). At the bottom, there are three buttons: 'Save Changes', 'Submit for Approval' (circled in red), and 'Cancel'.

13. Note that the “Submit for Acceptance” button will not appear until attachments are uploaded, since they are required. Also note that you may not modify an entry once the Submit for Acceptance button is selected; it is similar to taking a paper document off your desk and placing it on the reviewing official’s desk.
14. After the “Submit for Acceptance” button is selected, an automated email is sent to the IA Course Reviewer notifying him that a course is ready for review. You will receive an automated email when the submission is accepted (or if rejected, an email stating why the submission was not accepted).

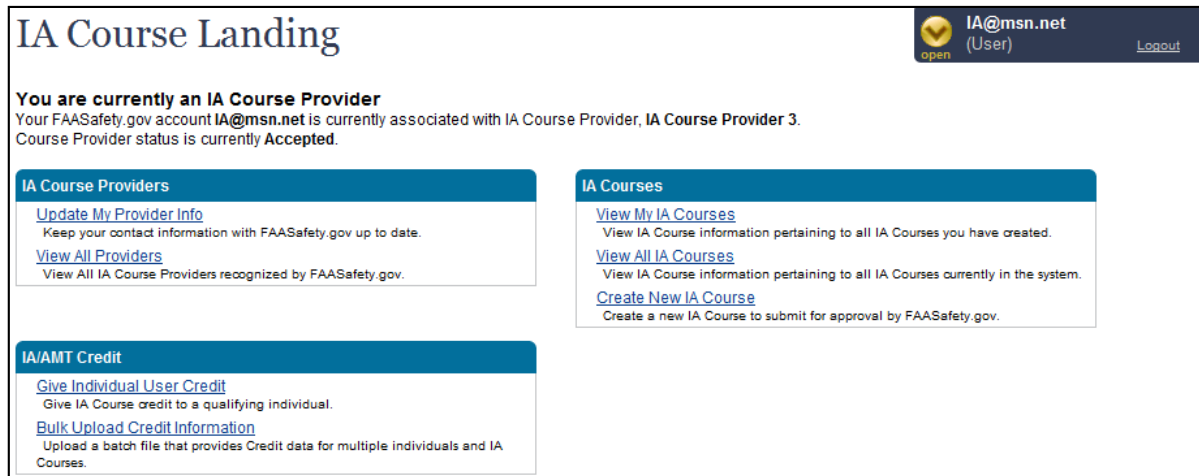
Renewing an IA Course

To ensure that only the most current courses are displayed for your company, the system will automatically notify you when a course needs to be reviewed and renewed by you. The renewal process is a snap! You simply check a box next to the course or courses you wish to renew and the system does the rest. There is even a “renew all” link. This is what the renewal message looks like.

The screenshot shows the 'IA Course Management' page. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. Below the header, a message states: 'Below you will find the IA Course list, which matches the selected IA Course criteria. You may enter any combination of search criteria to filter the IA course list.' There are several search filters: 'Keywords:' (text input), 'IA Course #:' (text input), 'Legacy IA Course #:' (text input), 'Syllabus #:' (text input), 'Provider:' (dropdown menu showing 'IA Course Provider 3'), 'Status:' (dropdown menu showing 'All'), and 'Available Online:' (checkbox). A 'Perform Search' button is located below these filters. At the bottom, there is a yellow warning icon and a note: 'Note: The system has identified you have 1 or more courses that qualify for Renewal. You may' followed by two bullet points: 'Renew each course individually from the list below' and 'Click Here to Renew All Courses'.

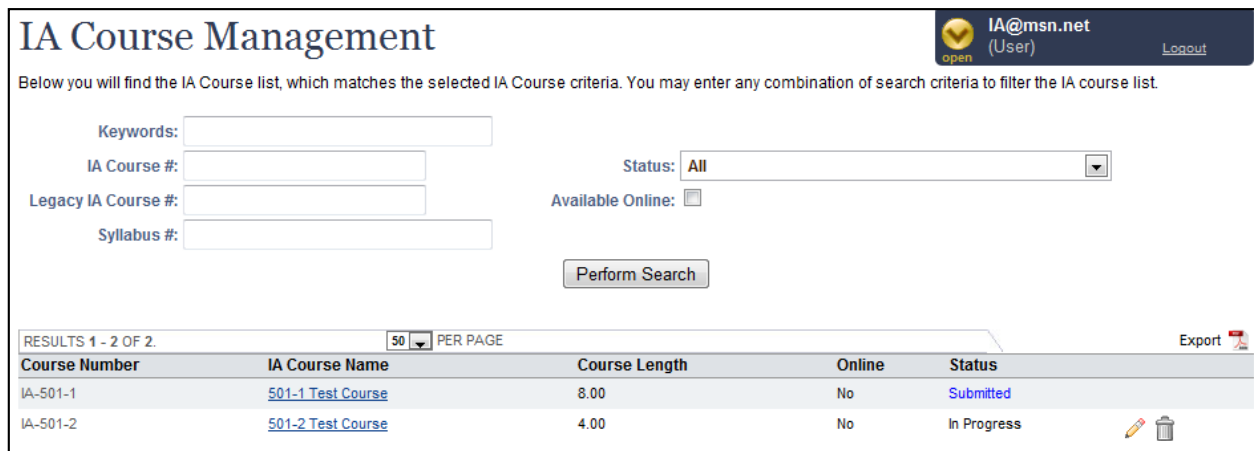
Modifying an IA Course

You may return at any time before a course is submitted to make modifications. Click on the “View My IA Courses” link on the IA Course Landing page.



The screenshot shows the 'IA Course Landing' page. At the top right, there is a user profile for 'IA@msn.net (User)' with an 'open' icon and a 'Logout' link. The main heading is 'IA Course Landing'. Below it, a message states: 'You are currently an IA Course Provider. Your FAASafety.gov account IA@msn.net is currently associated with IA Course Provider, IA Course Provider 3. Course Provider status is currently Accepted.' There are three main sections: 'IA Course Providers' with links 'Update My Provider Info' and 'View All Providers'; 'IA Courses' with links 'View My IA Courses', 'View All IA Courses', and 'Create New IA Course'; and 'IA/AMT Credit' with links 'Give Individual User Credit' and 'Bulk Upload Credit Information'.

Click on the “Pencil” icon to modify or submit the course. Click on the “Trash Can” icon to delete this entry and all information – this is a permanent deletion from the database; it cannot be undone!

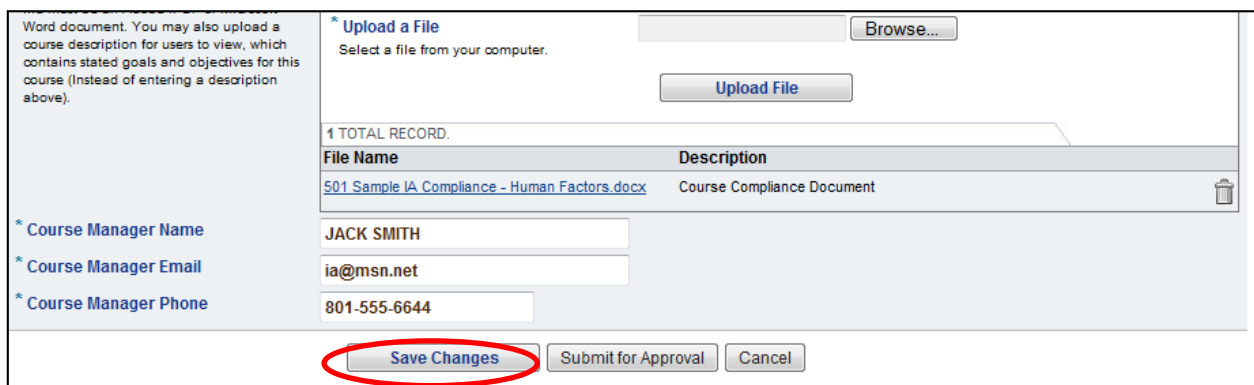


The screenshot shows the 'IA Course Management' page. At the top right, there is a user profile for 'IA@msn.net (User)' with an 'open' icon and a 'Logout' link. The main heading is 'IA Course Management'. Below it, a message states: 'Below you will find the IA Course list, which matches the selected IA Course criteria. You may enter any combination of search criteria to filter the IA course list.' There are search filters for 'Keywords:', 'IA Course #:', 'Legacy IA Course #:', 'Syllabus #:', 'Status:' (set to 'All'), and 'Available Online:' (checkbox). A 'Perform Search' button is present. Below the search filters, it says 'RESULTS 1 - 2 OF 2.' and '50 PER PAGE'. There is an 'Export' button. A table lists the courses:

Course Number	IA Course Name	Course Length	Online	Status
IA-501-1	501-1 Test Course	8.00	No	Submitted
IA-501-2	501-2 Test Course	4.00	No	In Progress

Each row has a pencil icon and a trash can icon next to the status.

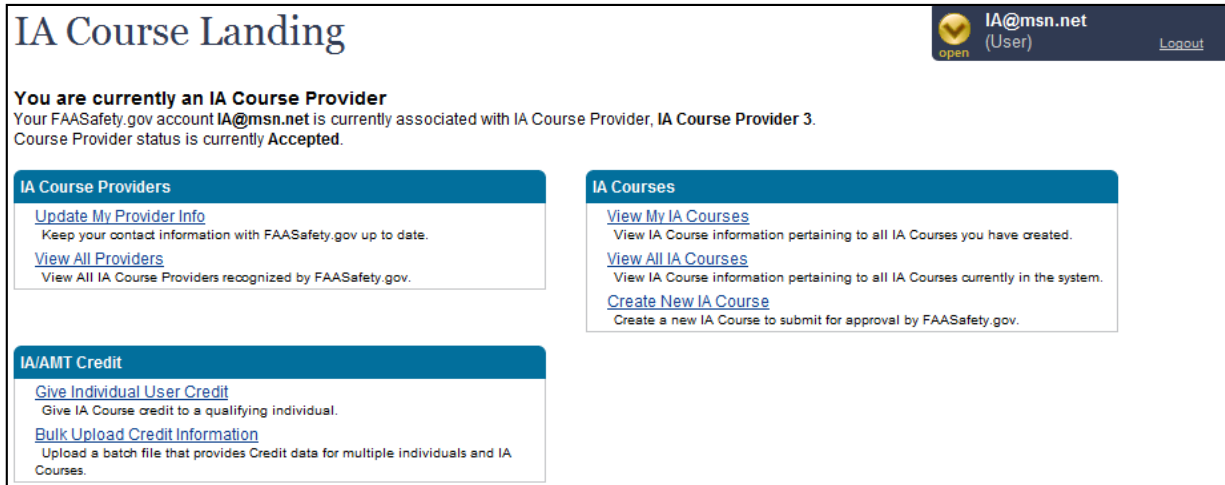
Be sure to click on “Save Changes” so you don’t lose your changes.



The screenshot shows the 'Course Manager' form. It has a section for 'Upload a File' with a 'Browse...' button and an 'Upload File' button. Below that, it says '1 TOTAL RECORD.' and shows a table with 'File Name' and 'Description' columns. The table has one row: '501 Sample IA Compliance - Human Factors.docx' with description 'Course Compliance Document'. There is a trash can icon next to the row. Below the table, there are fields for 'Course Manager Name' (JACK SMITH), 'Course Manager Email' (ia@msn.net), and 'Course Manager Phone' (801-555-6644). At the bottom, there are three buttons: 'Save Changes' (circled in red), 'Submit for Approval', and 'Cancel'.

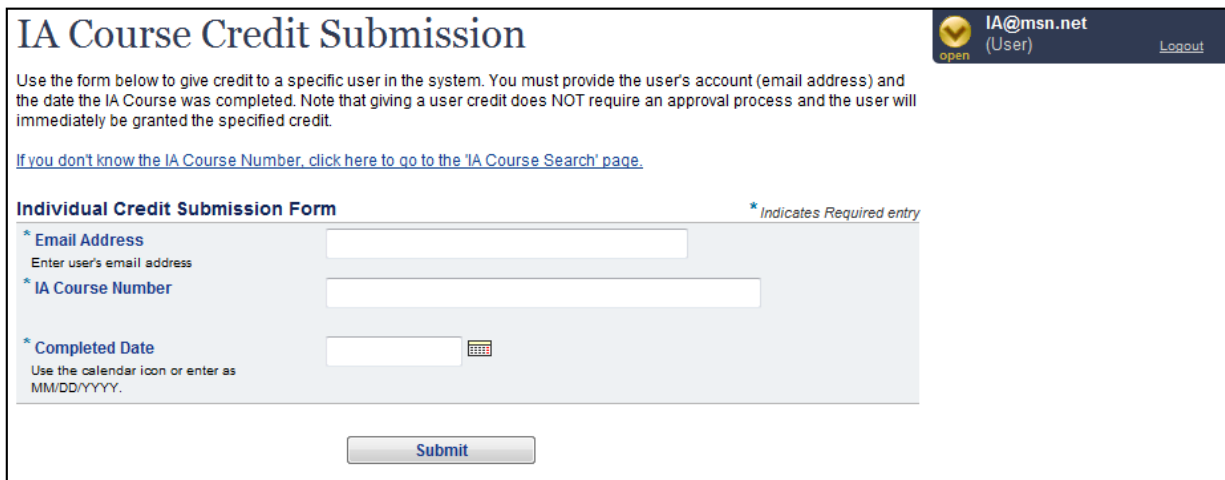
Giving Credit for Satisfactory Completion of an IA Course

The “IA/AMT Credit” portal allows an IA Course Provider to give appropriate credit to a FAASafety.gov user who has completed an Accepted IA Course.



The screenshot shows the 'IA Course Landing' page. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. The main heading is 'IA Course Landing'. Below it, a message states: 'You are currently an IA Course Provider. Your FAASafety.gov account IA@msn.net is currently associated with IA Course Provider, IA Course Provider 3. Course Provider status is currently Accepted.' There are three main sections: 'IA Course Providers' with links for 'Update My Provider Info' and 'View All Providers'; 'IA Courses' with links for 'View My IA Courses', 'View All IA Courses', and 'Create New IA Course'; and 'IA/AMT Credit' with links for 'Give Individual User Credit' and 'Bulk Upload Credit Information'.

Clicking on the “Give Individual User Credit” link will take the Course Provider to the IA Course Credit Submission page. The email address for the User receiving the credit is entered, along with the IA Course Number; i.e., IA-501-1, and the date completed.



The screenshot shows the 'IA Course Credit Submission' page. At the top right, there is a user profile for 'IA@msn.net (User)' with a 'Logout' link. The main heading is 'IA Course Credit Submission'. Below it, a message states: 'Use the form below to give credit to a specific user in the system. You must provide the user's account (email address) and the date the IA Course was completed. Note that giving a user credit does NOT require an approval process and the user will immediately be granted the specified credit.' There is a link: 'If you don't know the IA Course Number, click here to go to the 'IA Course Search' page.' The form is titled 'Individual Credit Submission Form' and has three required fields: '* Email Address' (with a text input), '* IA Course Number' (with a text input), and '* Completed Date' (with a calendar icon). A 'Submit' button is at the bottom.

Clicking on the “Bulk Upload Credit Information” link will take the Course Provider to the Bulk Credit CSV Upload page. There is a sample showing how to make the entries. Note that there is no header row.

Bulk Credit CSV Upload

IA@msn.net
 (User)

Current CSV File
 No CSV file currently uploaded.

Below is a sample CSV file. Your CSV file must NOT include a header row. Note that the activity completion date must be formatted as YYYYMMDD. Also note that the email address of the user should be their FAASafety.gov account email address. If the user does not have an FAASafety.gov account, the credits you upload for them now will be placed in a holding area and given to them once they do register on FAASafety.gov (assuming they use the same email address). You may enter multiple rows for the same user for each activity they completed and for which they should receive credit. The CSV file is created when you use the “Save As” feature in Excel, and save the file as “CSV – (Comma Delimited)”. The 1st column in the CSV file is the user’s email address used on FAASafety.gov, the 2nd column is the ID Number of the Course/Activity, and the 3rd column is the date of completion of that Course/Activity.

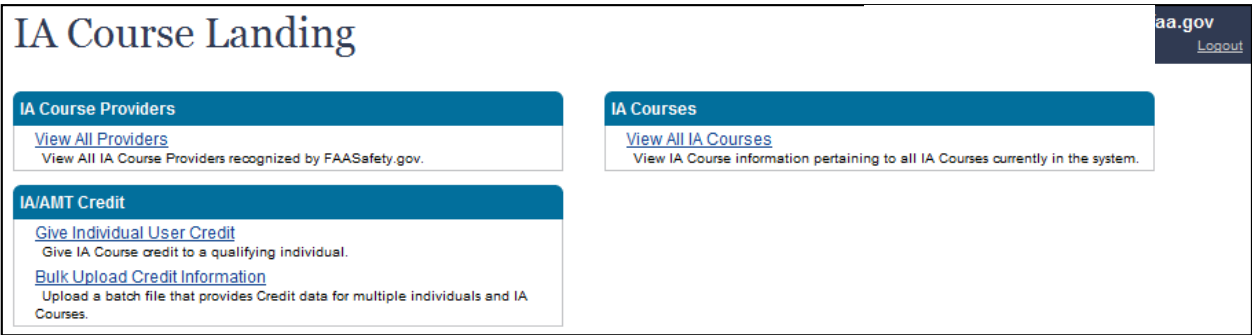
	A	B	C	D
1	TestUser1@msn.com	A070405-22	20110506	
2	TestUser2@msn.com	A070405-10	20110425	
3	TestUser3@msn.net	A070405-01	20110504	
4	TestUser4@comcast.net	Master Instructors-1997-001	20110504	
5				
6				

1. The email addresses for Users receiving credit are entered on a spreadsheet on your computer, along with the IA Course Number(s); i.e., IA-501-1, and the date completed (using the format shown). The spreadsheet is saved as a .csv file on your computer.
2. Use the browse button to select the .csv file from your computer.
3. Click on the “Preprocess CSV” button to check the submission for proper format. If it is correct, you will be asked for a description, and then allowed to submit the form. If there is a problem, the system will return a report stating the problem.
4. Once completed successfully, users will receive immediate credit in their FAASafety.gov accounts.

Administrators







Reviewing and Accepting or Rejecting an IA Course Submission

An IA Course reviewer must be logged in to an account that has been given the IA Course Administration permissions. After clicking on the “IA Courses” link under the Maintenance Hangar tab, this page displays.



By clicking on the “View All Providers” link, this page is displayed. To the right of the information display, are several icons used for working on a provider’s account.



1. The 1st icon, , displays a list of all courses submitted by this provider.
2. The 2nd icon, , allows the administrator to make modifications to the Course Provider account.
3. The 3rd icon, , allows the administrator to delete the Course Provider account; this step must be used prudently, as the information can only be recovered by involving the web developer at the contractor.
4. The 4th icon, , is used to associate other users so they can administer a Course Provider’s account and courses. This icon can also be used to remove an association.
5. The export icon,  **Export** , at the top right of the list, will generate a spreadsheet with this information, including a telephone number of the course provider.

By clicking on the “View All IA Courses” link, the “IA Course Management” page is displayed. To the right of the information display, are several icons used for working on a provider’s courses.

1. Clicking on the IA Course Name, displays the information about this course and the course provider. If there is a Course Description attachment, a link to that attachment will be displayed, otherwise, the course description will be displayed. All attachments can be viewed by clicking on the appropriate link.
2. The “Pencil” and “Trash Can” icons perform their normal functions.
3. Clicking on the “Green Check Mark” icon allows the reviewer to Accept or Reject the submission.

4. To Accept the submission, click on the Accept radio button, and the Submit button.
5. To Reject the submission, click on the Reject radio button, and fill in the reason for the rejection in the Comment box, and then click the submit button. When the course is “Rejected,” it will show up in displays as “In Progress” once again. This allows the Course Provider to make changes as necessary.

6. An email will automatically be sent to the IA Course Provider with the result of the review; an example of an Acceptance letter is shown below.

Federal Aviation Administration
Los Angeles FSDO
FAASTeam – IA RCC
Room 2000
Lawndale, CA 90261

Wednesday, July 05, 2013

IA COURSE PROVIDER
IA Course Provider 3
123 HERE
WEST JORDAN, UT 84084

Dear IA COURSE PROVIDER:

The Federal Aviation Administration (FAA) is pleased to notify you that we have accepted the 16.00-hour course titled, 501-4 Test Course that you submitted for Inspection Authorization (IA) refresher training. As of this date, the material submitted meets the requirements of Title 14 of the Code of Federal Regulations Part 65.93(a)(4) for IA renewal. Your assigned program identification number is IA-501-4. Your course will remain on the FAA active list of accepted IA renewal courses (which can be found on www.FAASafety.gov) unless you archive the course, or it is suspended or removed for cause.

As a course provider of an FAA-accepted course, please understand that your course acceptance is effective if FAA requirements have not changed and there have been no substantial changes in the course.

As a presenter of an FAA-accepted IA training course, you must comply with current guidance to remain valid. Your course is subject to FAA review at any time. If the reviewing FAA Aviation Safety Inspector determines that your course does not meet the guidelines, you will receive notification.

Congratulations, and thank you for your interest in aviation safety. Should you have further questions, please send an email to IARefresher@FAA.gov.

Sincerely,

IA Refresher Course Coordinator

P.S. 14 CFR Part 65.93(a)(4) can be found online at
http://rgl.faa.gov/Regulatory_and_Guidance_Library/rgFAR.nsf/0/4eae0862d25df43286257273006296eb!OpenDocument

Other Administrator Actions

After an IA Course is accepted, there will be further options available to the IA Course Administrator. You can see several new icons in this display of IA Courses. Let's discuss each one.

IA Course Management

Below you will find the IA Course list, which matches the selected IA Course criteria. You may enter any combination of search

Keywords:

IA Course #:

Legacy IA Course #:

Syllabus #:









Provider:




Status:

Available Online: ☐

Perform Search

RESULTS 1 - 4 OF 4. PER PAGE Export

Course Number	IA Course Name	Course Length	Online	Status	
IA-501-1	501-1 Test Course	8.00	No	Submitted	  
IA-501-2	501-2 Test Course	4.00	No	In Progress	
IA-501-3	501-3 Test Course	2.00	No	In Progress	
IA-501-4	501-4 Test Course	16.00	No	Accepted/Active	    

1. The “Pencil” and “Trash Can” icons perform their normal functions.
2. The “Archive” icon,  , will archive the IA Course. When this activity becomes archived, users will no longer be able to search for and request credit for this IA Course. You cannot undo this action without contacting an appropriate FAASTeam administrator.
3. The “Suspend” icon,  , will temporarily make this IA course unavailable to users. You must provide a reason for the suspension in the Comment box. An email will automatically be sent to the Course Provider.
4. The “Give Credit icon,  , will allow the Administrator to give credit to a user for this IA Course. The user’s email address and the date of completion must be entered. It would be unusual for the Administrator to give credit for an IA Course.